

Read to Achieve UPDATE

SPRING TESTING EDITION

VOLUME 5



Greetings RTA schools...

This issue of the RTA UPDATE is focused on spring testing. The RTA office and CIA have worked collaboratively on the following to ensure a smooth process for spring.

- RTA office reviewed and sent most current student data to CIA.
- Schools completed an online order form in order to receive an accurate number of materials and to ensure contact information was current.
- Preprinted labels have been designed to include more detailed information.
- All booklets will be returned via FedEx.
- CIA will hand-score all booklets at their scoring center.

SPRING TESTING TIMELINE

| | |
|------------------|--|
| Mar. 10 - 16 | Schools receive testing materials |
| Mar. 18, 26, 27 | LIVE WEBINARS OFFERED: <i>HOW TO ADMINISTER T-PRO</i> |
| Mar. 30 – Apr.17 | Flexible Spring Testing Window |
| Apr.23 | Deadline for school to ship ALL test booklets to CIA |

ADMINISTERING T-PRO...

All instructions for administering T-PRO are included in the teacher's manual. Please be sure to follow all directions carefully.

LIVE WEBINARS OFFERED ...

The CIA is planning a Webinar session for new RTA teachers. The Webinar, T-PRO Basics and Updates, will be available three times the weeks of March 16th and March 23rd.

It is only necessary to participate in one of the three sessions. Each Webinar session is limited to 20 participants (first come/first serve). A schedule of sessions will be available March 9 at:

www.cia.indiana.edu/training.htm

A link to the Webinar site can be accessed within the schedule.

NOTE: Other staff needing a review of how to administer T-PRO may also participate.

TESTING MATERIALS...

All testing materials will be shipped to school RTA staff March 10th through March 16th.

The shipment will include the following :

| TEACHER BOX | STUDENT BOXES |
|--|------------------|
| Teacher manuals | Student Booklets |
| Insert: Correction to page 5 of the Teacher's Manual | |
| Fluency cards | |
| Student labels | |
| Student/Parent Information Guide* | |
| FedEx pre-paid shipping label | |

RTA staff should verify that all materials are received.

If you have questions concerning your shipment or need additional materials contact Cynthia Dye, Client Services manager, at 1-866-936-6949 or by e-mail at the following link: tpro@indiana.edu

IMPORTANT NOTE:

SAVE SHIPPING BOXES FOR RETURN WITH PRE-PAID LABELS.

LARGE PRINT MATERIALS...

Schools that ordered large print booklets will receive an e-mail from CIA to alert them of shipping information.



Read to Achieve
Diagnostic and Intervention Services

Kentucky Department of Education • Read to Achieve Grant Program

Audrey Proctor, RTA Coordinator • Sandy Dodson, RTA Coordinator

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STUDENT LABELS...

Each label will include detailed information to ensure accurate identification for reporting purposes (see sample below).

Student labels will be organized by grade level first, then alphabetically by last name.

Preprinted student labels include a blank for the teacher's name.

ALL information must be completed to ensure that the school reports are sorted by teacher/classroom.

SAMPLE LABEL

Grade: 3

Teacher: _____

Name: SMITH, JOHNNY J.

Student ID: 1952209633

DOB: 10/12/2001

MGT ID: SMIJOH_932686

District: AMBER COUNTY

ID: 501

School: AMBER CO NORTH

ID: 591460

RTA staff will:

- Organize test materials for distribution.
- Ziploc bags will need to be purchased for each teacher to use when shipping test booklets back to CIA.
- Meet with classroom teachers by grade level to prepare booklets.
- Ask classroom teachers to attach student labels to the designated area on the front cover of each test booklet.
- Ask each classroom teacher to PRINT his/her first and last name CLEARLY on the label for each student in his/her class. This is critical for schools to receive their reports back by classroom/homeroom teacher.
 - If a student does not have a pre-printed label attach a blank label (provided) and complete all required information.
 - If a label is determined to be inaccurate, school personnel should cover the incorrect label with a blank label (provided) and complete all required information.

For questions regarding student id information:
Nick Gustin at Nick.Gustin@education.ky.gov.

RETURN SHIPPING...

Schools must ship student testing materials to CIA no later than April 23.

After testing, classroom teachers will:

1. Paperclip any loose pages together to avoid the loss of pages/test data.
2. Organize classroom student booklets Alphabetically by last name.
3. Place a CLASS ROSTER on the top of the bundle of classroom booklets. This roster MUST include the name of the teacher, school, and district.
4. Place each neatly stacked classroom set of booklets (also blank or damaged), with roster on top, inside a Ziploc bag. Secure bag.

RTA staff will:

1. Check to be sure all primary students have been tested and student booklets have been turned in by teachers.
2. Check to be sure booklets are bundled appropriately and have a class roster on top.
3. Place test booklet bundles inside the shipping boxes. Securely tape all boxes!
4. Attach a pre-paid FedEx shipping label to each box containing student booklets. These labels were provided to your school when materials were initially shipped. The pre-paid labels include a space for schools to print their return addresses. A small receipt with the tracking number at the top is included and should be retained by the school for its records.
5. Call FedEx for a pickup, or take your materials to a FedEx location for return to CIA.
6. FedEx pickups can be scheduled online at <http://fedex.com/us/>, or by calling 1-800-463-3339. Boxes should be picked up by FedEx no later than April 23, 2008.

STUDENT ABSENCES...

It is important that all primary students complete T-PRO testing. If students are absent during the testing window, or if new students are enrolled after the end of testing, please contact the Center for Innovation in Assessment (CIA). CIA will arrange for you to receive a copy of the test and answer key through their secure Web site. School personnel will be responsible for scoring these tests and for recording test data.